





# January 2004

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

				Thursday		Friday		Saturday						
PPD 2004 02						1 Day 05  New Year's Day Code 03 Holiday		2 Day 06		3 Day 07				
								Enter Amendments						
								Enter Original Time Cards						
								Approve Original Time Cards						
	4 Day 08	5 Day 09	6 Day 10	7 Day 11	8 Day 12	9 Day 13	10 Day 14							
	Enter Amendments through 9am Friday													
				Approve Amendments after 9am Tuesday										
	Enter Original Time Cards													
	Approve Original Time Cards													
PPD 2004 03	11 Day 01		12 Day 02		13 Day 03		14 Day 04		15 Day 05		16 Day 06		17 Day 07	
							Enter Time Cards by 8am		Enter Amendments					
	Enter Original Time Cards								Enter Original Time Cards					
							Approve Time Cards by 9am						Approve Original Time Cards	
	Approve Original Time Cards													
	18 Day 08		19 Day 09		20 Day 10		21 Day 11		22 Day 12		23 Day 13		24 Day 14	
	Enter Amendments		 Martin Luther King Jr. Day Code 03 Holiday		Enter Amendments through 9am Friday									
	Enter Original Time Cards				Approve Amendments after 9am Tuesday									
	Approve Original Time Cards				Enter Original Time Cards									
					Approve Original Time Cards									
PPD 2004 04	25 Day 01		26 Day 02		27 Day 03		28 Day 04		29 Day 05		30 Day 06		31 Day 07	
							Enter Time Cards by 8am		Enter Amendments					
	Enter Original Time Cards								Enter Original Time Cards					
							Approve Time Cards by 9am							
	Approve Original Time Cards								Approve Original Time Cards					




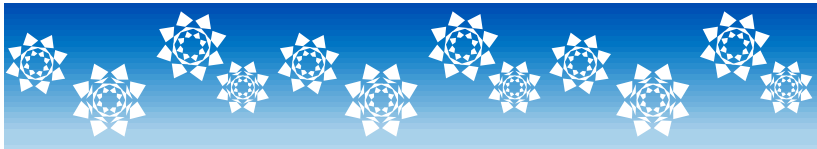
### \*\*\*\*\*SPECIAL NOTICE\*\*\*\*\*

- Column Summary runs on a daily basis every hour on the hour from 1am to 6pm, except for days 04 and 05.
- Amendment Summaries run at 9am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.

# February 2004

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PPD 2004 04		1 Day 08	2 Day 09	3 Day 10	4 Day 11	5 Day 12	6 Day 13	7 Day 14
		Enter Amendments through 9am Friday						
			Approve Amendments after 9am Tuesday					
		Enter Original Time Cards						
		Approve Original Time Cards						
PPD 2004 05		8 Day 01	9 Day 02	10 Day 03	11 Day 04	12 Day 05	13 Day 06	14 Day 07 Valentine's Day 
		Enter Original Time Cards			Enter Time Cards by 8am  Approve Time Cards by 9am	Enter Amendments		
		Approve Original Time Cards				Enter Original Time Cards		
						Approve Original Time Cards		
		15 Day 08	  Day Code 03 Holiday	17 Day 10	18 Day 11	19 Day 12	20 Day 13	21 Day 14
		Enter Amendments		Enter Amendments through 9am Friday				
		Enter Original Time Cards		Approve Amendments after 9am Tuesday				
		Approve Original Time Cards		Enter Original Time Cards				
				Approve Original Time Cards				
	PPD 2004 06		22 Day 01	23 Day 02	24 Day 03	25 Day 04	26 Day 05	27 Day 06
					Enter Time Cards by 8am  Approve Time Cards by 9am	Enter Amendments		
		Enter Original Time Cards				Enter Original Time Cards		
		Approve Original Time Cards				Approve Original Time Cards		
		29 Day 08						
		Enter Amendments						
	Enter Original Time Cards							
	Approve Original Time Cards							


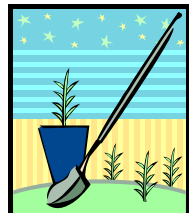

\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\*

- **Column Summary** runs on a daily basis every hour on the hour from 1am to 6pm, except for days 04 and 05.
- **Amendment Summaries** run at 9am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period

# March 2004

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
PPD 2004 06		1 Day 09	2 Day 10	3 Day 11	4 Day 12	5 Day 13	6 Day 14	
		Enter Amendments through 9am Friday						
			Approve Amendments after 9am Tuesday					
		Enter Original Time Cards						
		Approve Original Time Cards						
PPD 2004 07	7 Day 01	8 Day 02	9 Day 03	10 Day 04 Enter Time Cards by 8am Approve Time Cards by 9am	11 Day 05	12 Day 06	13 Day 07	
	Enter Original Time Cards				Enter Amendments			
	Approve Original Time Cards				Enter Original Time Cards			
					Approve Original Time Cards			
	14 Day 08	15 Day 09	16 Day 10	17 Day 11	18 Day 12	19 Day 13	20 Day 14	
Enter Amendments through 9am Friday								
			Approve Amendments after 9am Tuesday					
Enter Original Time Cards								
Approve Original Time Cards								
PPD 2004 08	21 Day 01	22 Day 02	23 Day 03	24 Day 04 Enter Time Cards by 8am Approve Time Cards by 9am	25 Day 05	26 Day 06	27 Day 07	
	Enter Original Time Cards				Enter Amendments			
	Approve Original Time Cards				Enter Original Time Cards			
					Approve Original Time Cards			
	28 Day 08	29 Day 09	30 Day 10	31 Day 11	 			
Enter Amendments								
		Approve Amendments after 9am Tuesday						
Enter Original Time Cards								
Approve Original Time Cards								



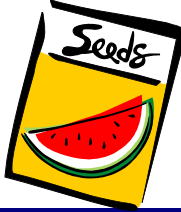
\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\*

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- Amendment Summaries run at 9am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period

# April 2004

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

			Wednesday	Thursday	Friday	Saturday
 				<b>1 Day 12</b> <div style="background-color: #FFB6C1; padding: 2px;">Enter Amendments through 9am Friday</div> <div style="background-color: #FFDAB9; padding: 2px;">Approve Amendments after 9am Tuesday</div> <div style="background-color: #ADD8E6; padding: 2px;">Enter Original Time Cards</div> <div style="background-color: #90EE90; padding: 2px;">Approve Original Time Cards</div>	<b>2 Day 13</b>	<b>3 Day 14</b>
<b>4 Day 01</b> <div style="background-color: #ADD8E6; padding: 2px;">Enter Original Time Cards</div> <div style="background-color: #90EE90; padding: 2px;">Approve Original Time Cards</div>	<b>5 Day 02</b>	<b>6 Day 03</b>	<b>7 Day 04</b> <div style="background-color: #FFFF00; padding: 2px;">Enter Time Cards by 8am</div> <div style="background-color: #FFFF00; padding: 2px;">Approve Time Cards by 9am</div>	<b>8 Day 05</b> <div style="background-color: #FFB6C1; padding: 2px;">Enter Amendments</div> <div style="background-color: #ADD8E6; padding: 2px;">Enter Original Time Cards</div>	<b>9 Day 06</b> <div style="background-color: #90EE90; padding: 2px;">Approve Original Time Cards</div>	<b>10 Day 07</b>
<b>11 Day 08</b> <div style="background-color: #FFB6C1; padding: 2px;">Enter Amendments through 9am Friday</div> <div style="background-color: #ADD8E6; padding: 2px;">Enter Original Time Cards</div> <div style="background-color: #90EE90; padding: 2px;">Approve Original Time Cards</div>	<b>12 Day 09</b>	<b>13 Day 10</b> <div style="background-color: #FFDAB9; padding: 2px;">Approve Amendments after 9am Tuesday</div>	<b>14 Day 11</b>	<b>15 Day 12</b>	<b>16 Day 13</b>	<b>17 Day 14</b>
<div style="background-color: #FFB6C1; padding: 2px;">Enter Amendments through 9am Friday</div> <div style="background-color: #FFDAB9; padding: 2px;">Approve Amendments after 9am Tuesday</div> <div style="background-color: #ADD8E6; padding: 2px;">Enter Original Time Cards</div> <div style="background-color: #90EE90; padding: 2px;">Approve Original Time Cards</div>						
<b>18 Day 01</b> <div style="background-color: #ADD8E6; padding: 2px;">Enter Original Time Cards</div> <div style="background-color: #90EE90; padding: 2px;">Approve Original Time Cards</div>	<b>19 Day 02</b>	<b>20 Day 03</b>	<b>21 Day 04</b> <div style="background-color: #FFFF00; padding: 2px;">Enter Time Cards by 8am</div> <div style="background-color: #FFFF00; padding: 2px;">Approve Time Cards by 9am</div>	<b>22 Day 05</b> <div style="background-color: #FFB6C1; padding: 2px;">Enter Amendments</div> <div style="background-color: #ADD8E6; padding: 2px;">Enter Original Time Cards</div>	<b>23 Day 06</b> <div style="background-color: #90EE90; padding: 2px;">Approve Original Time Cards</div>	<b>24 Day 07</b>
<b>25 Day 08</b> <div style="background-color: #FFB6C1; padding: 2px;">Enter Amendments through 9am Friday</div> <div style="background-color: #FFDAB9; padding: 2px;">Approve Amendments after 9am Tuesday</div> <div style="background-color: #ADD8E6; padding: 2px;">Enter Original Time Cards</div> <div style="background-color: #90EE90; padding: 2px;">Approve Original Time Cards</div>	<b>26 Day 09</b>	<b>27 Day 10</b>	<b>28 Day 11</b>	<b>29 Day 12</b>	<b>30 Day 13</b>	






\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\*

- **Column Summary runs on a daily basis every hour on the hour from 1am to 6pm, except for days 04 and 05.**
- **Amendment Summaries run at 9am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period**

# May 2004

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

Sunday	Monday			Friday		Saturday	
							<div style="text-align: center;">1 Day 14</div> <div style="border: 1px solid black; background-color: #ADD8E6; padding: 2px; margin: 2px;">Enter Original Time Cards</div> <div style="border: 1px solid black; background-color: #90EE90; padding: 2px; margin: 2px;">Approve Original Time Cards</div>
2 Day 01	3 Day 02	4 Day 03	5 Day 04	6 Day 05	7 Day 06	8 Day 07	
Enter Original Time Cards			Enter Time Cards by 8am	Enter Amendments			
Approve Original Time Cards			Approve Time Cards by 9am	Approve Original Time Cards			
9 Day 08	10 Day 09	11 Day 10	12 Day 11	13 Day 12	14 Day 13	15 Day 14	
Enter Amendments through 9am Friday							
			Approve Amendments after 9am Tuesday				
Enter Original Time Cards							
Approve Original Time Cards							
16 Day 01	17 Day 02	18 Day 03	19 Day 04	20 Day 05	21 Day 06	22 Day 07	
Enter Original Time Cards			Enter Time Cards by 8am	Enter Amendments			
Approve Original Time Cards			Approve Time Cards by 9am	Approve Original Time Cards			
23 Day 08	24 Day 09	25 Day 10	26 Day 11	27 Day 12	28 Day 13	29 Day 14	
Enter Amendments through 9am Friday							
			Approve Amendments after 9am Tuesday				
Enter Original Time Cards							
Approve Original Time Cards							
30 Day 01	31 Day 02	 					
Enter Original Time Cards	<b>Memorial Day</b> Code 03 Holiday						
Approve Original Time Cards							

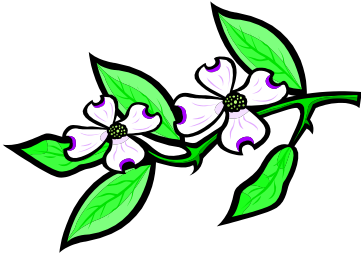


\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\*

- **Column Summary** runs on a daily basis every hour on the hour from 1am to 6pm, except for days 04 and 05.
- **Amendment Summaries** run at 9am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period

# June 2004

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		1 Day 03	2 Day 04	3 Day 05	4 Day 06	5 Day 07	
		Enter Original Time Cards	Enter Time Cards by 8am	Enter Amendments			
		Approve Original Time Cards	Approve Time Cards by 9am	Enter Original Time Cards			
				Approve Original Time Cards			
6 Day 08	7 Day 09	8 Day 10	9 Day 11	10 Day 12	11 Day 13	12 Day 14	
Enter Amendments through 9am Friday							
		Approve Amendments after 9am Tuesday					
Enter Original Time Cards							
Approve Original Time Cards							
PPd 2004 14	13 Day 01	14 Day 02	15 Day 03	16 Day 04	17 Day 05	18 Day 06	19 Day 07
	Enter Original Time Cards			Enter Time Cards by 8am	Enter Amendments		
	Approve Original Time Cards			Approve Time Cards by 9am	Enter Original Time Cards		
					Approve Original Time Cards		
20 Day 08	21 Day 09	22 Day 10	23 Day 11	24 Day 12	25 Day 13	26 Day 14	
Enter Amendments through 9am Friday							
		Approve Amendments after 9am Tuesday					
Enter Original Time Cards							
Approve Original Time Cards							
PPd 2004-15	27 Day 01	28 Day 02	29 Day 03	30 Day 04			
	Enter Original Time Cards			Enter Time Cards by 8am			
	Approve Original Time Cards			Approve Time Cards by 9am			

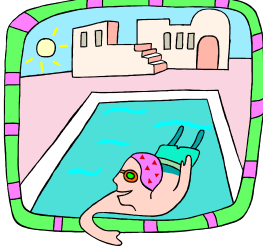


**\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\***

- **Column Summary** runs on a daily basis every hour on the hour from 1am to 6pm, except for days 04 and 05.
- **Amendment Summaries** run at 9am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period

# July 2004

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

						Friday		Saturday						
PPD 2004 15					1 Day 05		2 Day 06		3 Day 07					
					Enter Amendments									
					Enter Original Time Cards									
							Approve Original Time Cards							
4 Day 08		5 Day 09		6 Day 10		7 Day 11		8 Day 12		9 Day 13		10 Day 14		
 <p>Independence Day</p>		<p>Independence Day (Observed) Code 03 Holiday</p>		Enter Amendments through 9am Friday										
				Approve Amendments after 9am Tuesday										
				Enter Original Time Cards										
				Approve Original Time Cards										
PPD 2004 16	11 Day 01		12 Day 02		13 Day 03		14 Day 04		15 Day 05		16 Day 06		17 Day 07	
							<p>Enter Time Cards by 8am</p> <p>Approve Time Cards by 9am</p>		Enter Amendments					
	Enter Original Time Cards				Enter Original Time Cards									
	Approve Original Time Cards				Approve Original Time Cards									
18 Day 08		19 Day 09		20 Day 10		21 Day 11		22 Day 12		23 Day 13		24 Day 14		
Enter Amendments through 9am Friday														
						Approve Amendments after 9am Tuesday								
Enter Original Time Cards														
Approve Original Time Cards														
PPD 2004 17	25 Day 01		26 Day 02		27 Day 03		28 Day 04		29 Day 05		30 Day 06		31 Day 07	
							<p>Enter Time Cards by 8am</p> <p>Approve Time Cards by 9am</p>		Enter Amendments					
	Enter Original Time Cards				Enter Original Time Cards									
	Approve Original Time Cards				Approve Original Time Cards									

\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\*

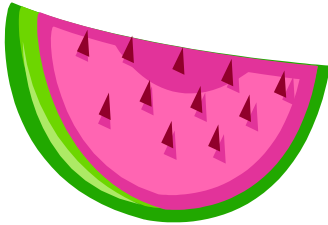

- Column Summary runs on a daily basis every hour on the hour from 1am to 6pm, except for days 04 and 05.
- Amendment Summaries run at 9am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period

# August 2004

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PPd 2004 17		1 Day 08	2 Day 09	3 Day 10	4 Day 11	5 Day 12	6 Day 13	7 Day 14
		Enter Amendments through 9am Friday						
				Approve Amendments after 9am Tuesday				
		Enter Original Time Cards						
		Approve Original Time Cards						
PPd 2004 18		8 Day 01	9 Day 02	10 Day 03	11 Day 04	12 Day 05	13 Day 06	14 Day 07
					Enter Time Cards by 8am  Approve Time Cards by 9am	Enter Amendments		
		Enter Original Time Cards				Enter Original Time Cards		
		Approve Original Time Cards					Approve Original Time Cards	
		15 Day 08	16 Day 09	17 Day 10	18 Day 11	19 Day 12	20 Day 13	21 Day 14
	Enter Amendments through 9am Friday							
				Approve Amendments after 9am Tuesday				
	Enter Original Time Cards							
	Approve Original Time Cards							
	22 Day 01	23 Day 02	24 Day 03	25 Day 04	26 Day 05	27 Day 06	28 Day 07	
				Enter Time Cards by 8am  Approve Time Cards by 9am	Enter Amendments			
	Enter Original Time Cards				Enter Original Time Cards			
	Approve Original Time Cards					Approve Original Time Cards		
	29 Day 08	30 Day 09	31 Day 10					
	Enter Amendments							
			Approve Amendments after 9am Tuesday					
	Enter Original Time Cards							
	Approve Original Time Cards							

\*\*\*\*\***SPECIAL NOTICE**\*\*\*\*\*


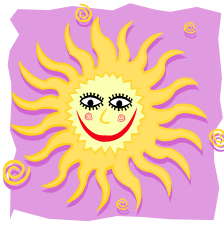

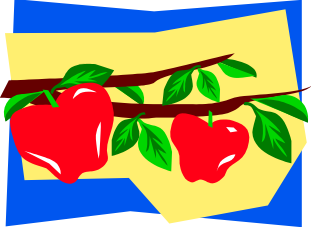
- **Column Summary runs on a daily basis every hour on the hour from 1am to 6pm, except for days 04 and 05.**
- **Amendment Summaries run at 9am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period**



# September 2004

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

	Sunday		Tuesday	Wednesday	Thursday	Friday	Saturday
PPd 2004 19				1 Day 11 Enter Amendments through 9am Friday	2 Day 12 Approve Amendments after 9am Tuesday	3 Day 13 Enter Original Time Cards Approve Original Time Cards	4 Day 14
	5 Day 01 Enter Original Time Cards Approve Original Time Cards	6 Day 02  Labor Day Code 03 Holiday	7 Day 03 Enter Original Time Cards Approve Original Time Cards	8 Day 04 Enter Time Cards by 8am Approve Time Cards by 9am	9 Day 05 Enter Amendments Enter Original Time Cards	10 Day 06 Approve Original Time Cards	11 Day 07
	12 Day 08 Enter Amendments through 9am Friday	13 Day 09 Approve Amendments after 9am Tuesday	14 Day 10 Enter Original Time Cards Approve Original Time Cards	15 Day 11	16 Day 12	17 Day 13	18 Day 14
	19 Day 01 Enter Original Time Cards Approve Original Time Cards	20 Day 02	21 Day 03	22 Day 04 Enter Time Cards by 8am Approve Time Cards by 9am	23 Day 05 Enter Amendments Enter Original Time Cards	24 Day 06 Approve Original Time Cards	25 Day 07
	26 Day 08 Enter Amendments through 9am Friday	27 Day 09 Approve Amendments after 9am Tuesday	28 Day 10 Enter Original Time Cards Approve Original Time Cards	29 Day 11	30 Day 12		

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- Amendment Summaries run at 9am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay

# October 2004

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

			Thursday		Friday	Saturday		
					1 Day 13	2 Day 14		
					Enter Amendments through 9am			
					Approve Amendments			
					Enter Original Time Cards			
					Approve Original Time Cards			
PPD 2004 22	3 Day 01	4 Day 02	5 Day 03	6 Day 04	7 Day 05	8 Day 06	9 Day 07	
				Enter Time Cards by 8am  Approve Time Cards by 9am	Enter Amendments			
	Enter Original Time Cards				Enter Original Time Cards			
	Approve Original Time Cards				Approve Original Time Cards			
	10 Day 08	 Columbus Day (observed) Code 03 Holiday	12 Day 10	13 Day 11	14 Day 12	15 Day 13	16 Day 14	
	Enter Amendments		Enter Amendments through 9am Friday					
	Enter Original Time Cards		Approve Amendments after 9am Tuesday					
	Approve Original Time Cards		Enter Original Time Cards					
			Approve Original Time Cards					
PPD 2004 23	17 Day 01	18 Day 02	19 Day 03	20 Day 04	21 Day 05	22 Day 06	23 Day 07	
				Enter Time Cards by 8am  Approve Time Cards by 9am	Enter Amendments			
	Enter Original Time Cards				Enter Original Time Cards			
	Approve Original Time Cards				Approve Original Time Cards			
	24 Day 08	25 Day 09	26 Day 10	27 Day 11	28 Day 12	29 Day 13	30 Day 14	
	Enter Amendments through 9am Friday							
	Approve Amendments after 9am Tuesday							
	Enter Original Time Cards							
	Approve Original Time Cards							
PPD 2004 24	31 Day 01	  						
	Enter Original Time Cards							
	Approve Original Time Cards							

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- Amendment Summaries run at 9am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period

# November 2004

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Day 02	2 Day 03	3 Day 04	4 Day 05	5 Day 06	6 Day 07
			Enter Time Cards by 8am	Enter Amendments		
	Enter Original Time Cards			Enter Original Time Cards		
	Approve Original Time Cards		Approve Time Cards by 9am	Approve Original Time Cards		
7 Day 08	8 Day 09	9 Day 10	10 Day 11	11 Day 12	12 Day 13	13 Day 14
Enter Amendments through 9am Friday				 <b>Veterans Day</b> Code 03 Holiday	Enter Amendments through 9am	
			Approve Amendments after 9am Tuesday		Approve Amendments	
Enter Original Time Cards					Enter Original Time Cards	
Approve Original Time Cards					Approve Original Time Cards	
14 Day 01	15 Day 02	16 Day 03	17 Day 04	18 Day 05	19 Day 06	20 Day 07
			Enter Time Cards by 8am	Enter Amendments		
Enter Original Time Cards				Enter Original Time Cards		
Approve Original Time Cards			Approve Time Cards by 9am	Approve Original Time Cards		
21 Day 08	22 Day 09	23 Day 10	24 Day 11	25 Day 12	26 Day 13	27 Day 14
Enter Amendments through 9am Friday				 <b>Code 03</b> Holiday	Enter Amendments through 9am Friday	
			Approve Amendments after 9am Tuesday		Approve Amendments	
Enter Original Time Cards					Enter Original Time Cards	
Approve Original Time Cards					Approve Original Time Cards	
28 Day 01	29 Day 02	30 Day 03	<div style="display: flex; justify-content: space-around;">   </div>			
Enter Original Time Cards						
Approve Original Time Cards						



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- **Amendment Summaries run at 9am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period**

# December 2004

## IPPS Time Collection Schedule

(Alaskan Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PPd 2004 26				<b>1 Day 04</b>  Enter Time Cards by 8am  Approve Time Cards by 9am	<b>2 Day 05</b>  Enter Amendments  Enter Original Time Cards	<b>3 Day 06</b>  Approve Original Time Cards	<b>4 Day 07</b>
	<b>5 Day 08</b>	<b>6 Day 09</b>	<b>7 Day 10</b>  Enter Amendments through 9am Friday  Approve Amendments after 9am Tuesday  Enter Original Time Cards  Approve Original Time Cards	<b>8 Day 11</b>	<b>9 Day 12</b>	<b>10 Day 13</b>	<b>11 Day 14</b>
				<b>12 Day 01</b>	<b>13 Day 02</b>	<b>14 Day 03</b>	<b>15 Day 04</b>  Enter Time Cards by 8am  Approve Time Cards by 9am
				Enter Original Time Cards  Approve Original Time Cards	Enter Amendments  Enter Original Time Cards  Approve Original Time Cards		
	<b>19 Day 08</b>	<b>20 Day 09</b>	<b>21 Day 10</b>  Enter Amendments through 9am Friday  Approve Amendments after 9am Tuesday  Enter Original Time Cards  Approve Original Time Cards	<b>22 Day 11</b>	<b>23 Day 12</b>	<b>24 Day 13</b>  Christmas (Observed) Code 03 Holiday	<b>25 Day 14</b>  
PPd 2005 01				<b>26 Day 01</b>	<b>27 Day 02</b>	<b>28 Day 03</b>	<b>29 Day 04</b>  Enter Time Cards by 8am  Approve Time Cards by 9am
PPd 2005 02				Enter Original Time Cards  Approve Original Time Cards	Enter Amendments  Enter Original Time Cards	<b>30 Day 05</b>	<b>31 Day 06</b>  New Years (Observed) Code 03 Holiday
							<b>Jan 1 Day 07</b>  New Years Day

**\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\***

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- **Amendment Summaries run at 9am and 2:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period**

**NOTE:** Time card schedule may change due to the holidays. Stay alert for updated deadlines.